



Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post
U.S. Embassy Kampala2. Agency
STATE3a. Position Number
101294

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No If yes, please provide position number:

4. Reason for Submission

a. Redescription of duties: this position replaces

(Position Number) _____, (Title) _____ (Series) _____ (Grade)

b. New Position _____

c. Other (explain) _____

5. Classification Action

Position Title and Series Code

Grade

Initials

Date(mm-dd-yr)

a. Post Classification Authority

Motor Pool Supervisor, FSN-1005

FSN-6

AFRC:MH
B

11/25/2019

b. Other

c. Proposed by Initiating Office

6. Post Title Position (*If different from official title*)
Assistant Motor Pool Supervisor

7. Name of Employee

8. Office /Section

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Employee

Date (mm-dd-yyyy)

Printed Name of Supervisor

Date (mm-dd-yyyy)

Employee Signature

Supervisor Signature

<p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position</p> <p>Printed Name of Chief or Agency Head Date (mm-dd-yyyy)</p> <p>Chief or Agency Head Signature</p>	<p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p>Printed Name of Admin or HR Officer Date (mm-dd-yyyy)</p> <p>Admin or HR Officer Signature</p>
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**13. Basic Function of Position**

Under the supervision of Motor Pool Supervisor, the incumbent oversees 62 employees in the Motor Pool unit. Plans, directs, and coordinates the use and maintenance of motor vehicles and assignment of chauffeurs to provide efficient and safe transportation services to post personnel and official visitors.

14. Major Duties and Responsibilities
Time

_____ % of

Motor Pool Schedule 50%

The Incumbent helps plan, direct and coordinate motor vehicle operations for the entire Mission. Spot checks motor pool and takes necessary action to maintain and improve efficiency of operations. Plans and directs vehicle use and driver assignments and establishes priorities in demand for vehicles. Establishes work schedules for drivers and directly supervises 10 drivers.

Vehicle Maintenance 20%

The Incumbent helps plan vehicle maintenance to insure maximum availability of vehicles. Keeps track of all vehicles sent out for repairs. Periodically inspects the appearance of vehicles and ensures every morning the vehicles are clean and ready to duty.

Management of Shuttle Program 15%

The Incumbent will be in charge of the Mission's shuttle program. Will ensure the shuttle program is run effectively by being at the warehouse every morning before the shuttles depart.

Supervision 15%

Serves as acting Motor Pool Supervisor in the absence of the MP Supervisor. For official visits, Incumbent will attend all countdown meetings and be the main point of contact for control officers.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required For Effective Performance**a. Education**

Completion of secondary school (both 'O and A' level) is required.

b. Prior Work Experience

Minimum of three (3) years of experience in vehicle fleet management, dispatcher, or automotive maintenance in addition to one (1) year of supervisory experience is required.

c. Post Entry Training

Completion of PA264 Motor Pool Training, PA519 – Advance Motor Vehicle Management, and RP248 - Foreign Service National Supervisory Skills.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/ read).

English level III (Good Working Knowledge) Speaking/Reading/Writing is required.

16. Position Element

- a. Supervision Received
Motor Pool Supervisor
- b. Supervision Exercised
Supervises directly 10 chauffeurs.
- c. Available Guidelines
Established Embassy procedures implementing Department of State regulations and guidelines concerning motor vehicle and Motor Pool operations. Motor vehicle registration and inspection requirements, vehicle importation procedures in the host country.
- d. Exercise of Judgment
Scheduling and avoid conflict.
- e. Authority to Make Commitments
None.
- f. Nature, Level, and Purpose of Contacts
Constant contact with local government agencies and vendors in order to acquire services that meets that needs of the USG and GSO customers.
- g. Time expected to Reach Full Performance Level
One year.